



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

TEACHER'S AIDE

Job Number: 20001067

Job Code: 51010V151223

Job Group: 5100 - ALLIED EDUCATION

Job Established: 06/16/1982

Job Revised: 12/23/2015

Grade: 07 Salary (MIN - MID):

\$9,277-\$12,289 - Hourly

\$1,507.52-\$1,996.98 - 37.5 Hr. Monthly Salary

\$1,608.02-\$2,130.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides clerical support and assists teachers with the instructional program; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Types and files correspondence, forms, G.E.D. materials and tests. Prepares daily absentee lists. Inventories and orders office

supplies. Assists in the preparation of the bulletin boards. Grades papers. Posts grades to student records. Administers tests to students under the supervision of the teacher. Assists students in operation of audio visual aides. Operates various office machines and audio visual equipment. Makes stencils, mimeographs and files. Assists students with course work under the supervision of a teacher. Supervises students at lunch, getting on and off buses and during breaks. Maintains required reports and records.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office or classroom setting assisting students and teachers.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.